

**Meeting of the Board of Directors of the
State House Visitor's Center and Gift Shop
Monday, July 29, 2013 at 11:00 A.M.
Providence Warwick Convention & Visitors Bureau
G-Tech Building
10 Memorial Blvd.
Providence, RI 02903**

Meeting Notes

- 1. The meeting was called to order by Chairperson Kristen Adamo at 11:07 A.M. with the following members present: Kristen Adamo, Jon Stevens, Kathleen Vanderveer (available on phone only for consultation), and Sue Ellen Kroll. Staff members present included Paul Caranci, Stacy DiCola and Sue Bohorquez (Secretary of State's Office) and Jess Unger (Governor's Office)**
- 2. Introduction of those present was dispensed with.**
- 3. Upon a motion by Sue Ellen Kroll, seconded by Kristen Adamo, the minutes of the July 9, 2013 were unanimously approved as submitted.**
- 4. Jon Stevens led a discussion regarding the design and furnishings of the Visitor's Center/Gift shop that included the following:**
 - a. Book Cases and Shelving: Jess Unger reported that the depth of the shelving is 12" and they are adjustable. The design currently calls for wood shelves, but glass can be substituted if the Board so desires. Jess will check to determine if a locking mechanism can be**

attached to the lower cabinets of the shelves. DOA will pay the cost associated with the shelving purchase and installation and it is anticipated that the total cost could be between \$11 – 15,000. The sample design was submitted by Coventry Lumber. Kathleen Vanderveer indicated that lighting for the shelves is important but acknowledged that it is also expensive. She also indicated a need to be conscious of where power outlets are located. Jess will look into the less expensive possibility of installing track lighting on the ceiling in front of the cabinets. Sue Ellen Kroll moved that the Board ask DOA to install track lighting on the ceiling overlooking the bookshelves. The motion was seconded by Kristen Adamo and was approved unanimously.

b. The Board will recommend to DOA that the full complement of shelving designed will be used leaving the space immediately to the right of the cash wrap for a post card and brochure racks. Following the discussion a motion was made by Sue Ellen Kroll, seconded by Kristen Adamo to approve the installation of the full complement of shelving as designed by Coventry Lumber depending upon the availability of funds. The motion carried unanimously.

c. Stacy DiCola reported that the data, phone and analogue lines have been partially installed and that the originally quoted price is being honored. The phone is in the Public Information Office and will be in place when the line installation is complete.

d. Jess Unger reported that the door to the Visitor's Center will be replaced, potentially with a historically accurate door with a glass panel. Sue Ellen Kroll moved that the Board ask DOA to replace the

existing door with one that is historically accurate in detail and has a clear glass upper half. The motion was second by Kristen Adamo and approved unanimously.

e. With regard to security, Stacy DiCola opined that there is probably no need for an elaborate swipe card entry system as was installed on the Charter Room. Kathleen Vanderveer suggested that a single security camera mounted on the wall behind the cash wrap and focused on both the cash wrap and the door would probably be sufficient. Sue Ellen Kroll moved to ask DOA to install a single security camera at the location suggested. The motion was seconded by Kristen Adamo and approved unanimously.

5. Jon Stevens led a discussion of the potential inventory to be carried in the Gift Shop.

a. Kathleen Vanderveer suggested that we pull back on some of the small dollar items and carry more of the higher valued items such as books. At the Board's request, Kathleen will work with Jess Unger, Stacy DiCola and Alicia Philippe to develop a spreadsheet that will include the recommended inventory items, where they can be purchased, the potential cost and the amount that should be invested in each item. The group will use a budget of \$10,000 and will develop a draft list that will be circulated to Virginia Drew (the operator of the gift shop in the New Hampshire State House) for review and comment. The working group will have something available for the Board's review at the next meeting where official Board action can be taken.

b. Kristen Adamo will get some quotes for tee shirts because they are

high profit items that we should carry in the gift shop.

c. Jon Stevens suggested that we also make use of some of the items already in our possession such as the medallions and the Roger Williams University note cards. These items carry the potential for a 100% profit margin. Jess Unger also suggested that the State Archives has several items that will make both good material for posters and post cards. Jon Stevens added that the Board will need to set aside a certain budget for the printing of that material.

d. Paul Caranci reported that the RI Publication Society, through Dr. Patrick Conley, agreed to the Board's policy of a 50/50 split for consigned books. As soon as the formal consignment policy is developed Paul will deliver a copy to Dr. Conley. Jon Stevens suggested that the Board will entertain consignment offers from any vendor and review the item for appropriateness and policy compliance.

6. Stacy DiCola provided an update on the staffing discussion with Johnson & Wales University. The University provided additional names of potential interns and interviews are being set up. The staffing presents some issues in that the University "employs" the students for trimesters. The first trimester, for example, begins on September 10th and ends on November 11th. Any time outside of that block will be based on the student's willingness to volunteer. The schedule does not allow much time for training prior to the anticipated opening of the gift shop. It is also problematic in that there is no consistency. Students will come and go with each trimester and be with us for only 12 week stints.

7. Stacy DiCola also reported on the progress being made with the credit card vendor. There are only 8 approved vendors on the MPA and one of them is RI.Gov which has already indicated that they cannot meet our needs. The other 7 are large banks. Stacy is working on some of the bank options. Kathleen Vanderveer indicated that the Newport Historical Society Gift Shop uses Intuit, but they have a large inventory to manage. She mentioned Reliable Processing as another option, but they are more than likely not on the MPA. The Square was discussed as a good alternative and can be run from an I-Pad. Stacy will continue to research it and report back to Jon with the findings.

8. The next meeting will be scheduled for August 21, 2013 at 2:00 P.M. at the Providence Warwick Convention and Visitors Bureau.

9. The meeting was adjourned at 12:15 P.M.